



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: July 15, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly, please contact us and/or go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	7.19	TNKids Multi-Region Access	7	07/01/08	None
*Policy updated into new policy format as listed above. Supersedes 33.1, 03/01/08; Policy moved to Chapter 7, Information Technology and re-numbered 7.19; Chapter 33 TNKids deleted. Minor policy review required.					
2.	7.20	Data System Access Rights Guidelines for Clerical and Administrative Employees	7	07/01/08	None
New Policy. Major policy review required.					

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
3.	16.11	Shared Resource Homes	16	07/01/08	CS- 0672 - Shared Resource Home Authorization
Summary of Policy Revision for 16.11: Supersedes 16.11,10/01/07; Revisions: Addition of Protocol for Re-Activation or Re-Classification of Resource Homes; Minor policy review					
4.	16.39	Subsidized Permanent Guardianship Agreements	16	07/01/08	CS-0719 – Intent to Obtain Subsidized Permanent Guardianship/Subsidized Permanent Guardianship Application CS-0674 – Special or Extraordinary Board Rates Request CS-0721 – Subsidized Permanent Guardianship Agreement CS-0722 – Subsidized Permanent Guardianship Renewal Affidavit CS-0720 – Notice of Denial, Termination, or Change in Subsidized Permanent Guardianship CS-0784- Subsidized Permanent Guardianship Checklist and Approval CS-0403 – Appeal for Fair Hearing CS-0829- Certification of Eligibility for Title IV-E Subsidized Permanent Guardianship Substitute W-9
Summary of Policy Revision for 16.39: Supersedes 16.39, 05/15/08; Revisions made to sections B,1-a- to add that the child met the requirements for AFDC as of July 16, 1996; Section L-10 revised to clarify that Subsidized Permanent Guardianship ends for state funded children at graduation from high school or age 19 whichever comes first. Minor policy review required.					

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**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or “word-smithing” and does not impact current practice or process).

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5.	27.14	Youth Movement, Population Counts and Reporting in YDCs	27	07/01/08	None
*Policy updated into new policy format as listed above. Supersedes 27.14, 04/01/05; 27.16, 04/01/05. Policies 27.14 and 27.16 combined into 27.14. Minor policy review required.					
6.	29.12	Emergency Response Preparedness Plans	29	05/15/08	CS-0724, Monthly Training
Summary of Policy Revision for 29.12: Forms section of policy corrected to refer to form CS-0724, Monthly Training instead of CS-0598 Trainee Roster . Minor policy review required.					
7.	32.1	General HIPAA Privacy Requirements	32	07/01/08	CS-0699, DCS Notice of Privacy Practices and Client Acknowledgment CS-0724, Monthly Training
Summary of Policy Revision for 32.1: Supersedes 32.1, 09/01/07; Revisions: Forms section of policy corrected to refer to form CS-0724, Monthly Training instead of CS-0598 Trainee Roster . Minor policy review required.					

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